



| Executive Director – Karen Schaub |

| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | bosa.mn.gov |

Committee Meetings

ETHICS COMMITTEE – 8:00 AM - 10:00 AM

- Closed Meeting/No Public

LICENSING COMMITTEE - 10:00 AM - 11:00 PM

[Zoom Link](#)

Passcode: 400281

PROFESSIONAL DEVELOPMENT AND PROGRAM REVIEW COMMITTEE - 11:00 AM - 12:00 PM

[Zoom Link](#)

Passcode: 432620

Board of School Administrators Board Meeting Minutes

DATE: November 25, 2024

TIME: 12:00 PM - 2:00 PM

[Zoom Link](#)

Passcode: 092546

The public is welcome to attend in-person at the above address. All Directors are attending in-person except for Director Lofald and Director Siverson-Hall who are attending via Zoom. The Board will be completing a roll call vote for each agenda item.

The Board Meeting was called to order at 12:04 PM.

I. Roll Call

a. Director:

- i. Antoine Present
- ii. Fridgen Present
- iii. Gustafson Present
- iv. Hildenbrand Present
- v. Lê Present
- vi. Lofald Present
- vii. Tucci Osorio Present
- viii. Reimer Present

- ix. Schaller Present
- x. Siverson-Hall Present
- b. **Staff Present:** Executive Director Karen Schaub, Licensing Specialist Janet Pladson, and Administrative Assistant Allyson Wilms
- c. **Guest(s):** NA

II. Approval of Agenda/Agenda Adjustment/Approval of Minutes/Roll Call

- a. Director Hildenbrand moved to APPROVE the agenda and the [October 28, 2024 Minutes](#).
- b. Second by Director Antoine.
- c. Roll Call Vote:
 - i. Antoine Aye
 - ii. Fridgen Aye
 - iii. Gustafson Aye
 - iv. Hildenbrand Aye
 - v. Lê Aye
 - vi. Lofald Aye
 - vii. Tucci Osorio Aye
 - viii. Reimer Aye
 - ix. Schaller Aye
 - x. Siverson-Hall Aye
- d. Motion PASSED

III. Committee Reports

- a. Ethics Committee
 - i. 3 Licensure Renewals
 - ii. 16 Open Cases
 - iii. 6 Reviewed Cases
 - iv. 1 Stipulation
 - v. 1 Letter of Censure
- b. Licensing
 - i. Variances
 - 1. Director Schaller moved to APPROVE the variance extension for Nicollet Public Schools #507 for Robin Courier (#287761) to obtain a Superintendent License.
 - 2. Director Tucci Osorio second.
 - 3. Roll Call Vote:
 - a. Antoine Aye
 - b. Fridgen Aye
 - c. Gustafson Aye
 - d. Hildenbrand Aye
 - e. Lê Aye
 - f. Lofald Aye

- g. Tucci Osorio Aye
 - h. Reimer Aye
 - i. Schaller Aye
 - j. Siverson-Hall Aye
 - 4. Motion PASSED
 - ii. Discussion Items
 - 1. [BOSA Assignment Licensure Table](#)
 - a. Board reviewed the document and will continue to make updates as needed.
 - b. Multiple individuals are interested in Alternative Pathways Toward Superintendentcy Licensure.
 - c. Discussed process for [MN Statute 124D.19 Subd 3C](#)
- c. Professional Development and Program Review
 - i. Discussion Items
 - 1. Discussed St. Cloud State University & Southwest Minnesota State University Five-Year Program Review

IV. MDE Report - NA

V. Board Member Report

- a. Schaller
 - i. December Board Meeting will be via Zoom
 - ii. Executive Director Karen Schaub is receiving 2025 Lifetime Achievement Award from Minnesota Community Education Association
- b. Antoine - Thank you to Executive Director Karen Schaub for her commitment to BOSA.

VI. Public Comments - NA

VII. Discussion Topic

- a. PELSB has been making many changes to teacher licensure
 - i. How might these changes affect administrative licensure?
 - 1. Did not discuss this question.
 - ii. How do we keep up to date on changes?
 - 1. Perhaps PELSB could provide information on changes for each BOSA Board Meeting? This report could be in writing or in person.
 - 2. Perhaps BOSA could have a rotating schedule for BOSA Board Members to attend PELSB Board Meetings.
 - 3. BOSA could review PELSB Board Meeting Minutes to inform the Board.
 - iii. PELSB Standards and Rules Advisory Committee
 - 1. Executive Director Karen Schaub is part of this committee.

VIII. Business

- a. Closed session as permitted by [Minn. Stat. § 13D.02, subd. 2](#), for the Board to exercise quasi-judicial functions involving disciplinary proceedings for two licensed administrators.
- b. The Ethics Committee recommended a stipulation regarding licensee Grant Klennert (#435265) to the Board. Following discussion, Director Antoine moved to adopt the stipulation, Director Fridgen seconded. Director Antoine, Fridgen, Gustafson, Lê, Lofald, Tucci Osorio, Schaller, and Siverson-Hall voted to adopt the stipulation, Director Reimer and Hildenbrand abstained.
- c. The Ethics Committee recommended a letter of censure regarding licensee Darren Kermes (#410123) to the Board. Following discussion, Director Antoine moved to adopt the stipulation, Director Tucci Osorio seconded. Director Lê, Tucci Osorio, Antoine, Fridgen, Siverson-Hall, Schaller, Lofald, and Gustafson voted to adopt the stipulation, Director Reimer and Hildenbrand abstained.

IX. Executive Director's Report

- a. 2024-2025 BOSA Annual Fee
 - i. Finalizing the payment system for the Annual Fee.
- b. Winter Newsletter
 - i. Drafting a version of the BOSA Winter Newsletter. More information to come.
- c. Meeting with Commissioner Jett
 - i. Discussed support for BOSA overtaking administrative licensure responsibilities.
- d. Southwest University Program Review - November 12-14, 2024
 - i. Program Review documents to come at the next Board Meeting.
- e. MERA Conference
 - i. Great conversation with administrators and school board members.
- f. MASA Board Meeting Update Invite
 - i. The Executive Director is attending the MASA Board Meeting in December to discuss BOSA.
- g. MESPA and MASSP BOSA Presentations
 - i. The Executive Director will be presenting online for MESPA and MASSP.
- h. Alt Pathway to Superintendent Candidates
 - i. One is in progress
 - ii. Two possible candidates
 1. Discussed Alternative Pathway participants

X. Adjournment - 1:10 PM

Next Meeting
December 16, 2024
12:00 - 2:00 PM